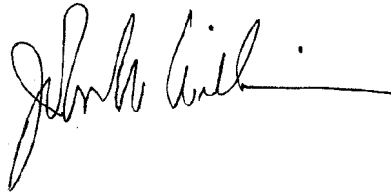


For: State Offices (Except AK, HI, and PR) and Work Measurement County Offices

Recommendations for Improving the COWM System

Approved by: Deputy Administrator, Management



1 Overview

A

Background

BUD annually requests recommendations to improve the COWM System. Suggested improvements are reviewed at the National County Office Work Measurement Committee Meeting.

B

Purpose

This notice:

- informs work measurement County Offices that BUD is requesting recommendations
- provides State and County Offices with instructions for submitting recommendations.

Disposal Date

January 1, 2001

Distribution

State Offices, except AK, HI, and PR; State Offices relay to Work Measurement County Offices

2 Requested Information

A

Recommendations Recommendations may include, but are not limited to, the following:

- new work measurement items
- revisions to current work measurement items
- clarification of instructions in 12-AO (Rev. 16)
- comments about or improvements to the work measurement system software
- using Query 36 for automated unit counts
- improvements to reports currently available from the automated system.

Note: Prior National County Office Work Measurement Committee Meeting minutes can be reviewed on the following website,
<http://www.fsa.usda.gov/dam/bud/bud1.htm>, which can serve as a guide in preparing recommendations for the upcoming FY 2001 committee meeting.

B

Recommendation Categories Recommendations are presented to the COWM committee under the following 4 categories:

- work items
- software
- query
- general.

Each recommendation shall be submitted following the format in Exhibit 1 and shall include the following:

- State and County Office submitting the recommendation
 - category
 - specific work item or paragraph from 12-AO (Rev. 16)
 - menu option or query, if applicable
 - narrative identifying suggested changes.
-

Notice AO-1210

3 Submission Action

A

County Office Action

County Offices shall e-mail all recommendations to the State Office through BBS by March 24, 2000.

B

State Office Action

State Offices shall follow the instructions in this table to submit recommendations to BUD.

Step	Action
1	Combine all State and County Office recommendations into a single Word document.
2	Ensure that the format in Exhibit 1 is followed and that the office submitting the recommendation is indicated. Note: Do not use State Heading, Tables, etc. Make the recommendations format simple.
3	E-mail the consolidated Word document to Carlisle_Cox@wdc.fsa.usda.gov by March 31, 2000. Note: Negative reports are required.

Submitting FY 2000 Recommendation for Consideration by the National COWM Committee

A**Example Format**

Following is an example of the format for recommendations.

State and County Name _____ (1)
Category _____ (2)
Work Item or paragraph _____ (3)
Menu option or query, if applicable _____ (4)
Written Recommendation _____ (5)

B**Completing
Recommendation**

Complete recommendations as follows.

Item	Instructions
1	Enter the State and County Office submitting the recommendation.
2	Enter 1 of the 4 categories listed in subparagraph 2 B.
3	Enter the work item or paragraph being referenced from 12-AO (Rev. 16).
4	Enter menu option or query, if applicable.
5	Enter a narrative description of suggested changes or enhancements.
